

## Summary of Action Types and Reasons

### **B1 – BN/Begin Participation**

- 1:New Employee
- 4:Transfer In (0 Days Break)
- 5:Transfer In (1-10 Days Break)
- 6:Transfer In (11+ Days Break)
- 7:Summer Transfer

### **B2 – BN/End Participation**

- 1:Retirement
- 2:Loss of Eligibility
- 3:Deceased
- 4:Gross Negligence

### **B3 – BN/Begin Leave w/Out Pay**

- 1:Unpaid Official Leave
- 2:Unpaid FMLA
- 3:Unpaid Military

### **B4 – BN/End Leave w/Out Pay**

- 1:Unpaid Official Leave
- 2:Unpaid FMLA
- 3:Unpaid Military

### **B5 – BN/Change FSA Billing Freq**

### **B6 – BN/Rehire**

- 1:0 Days Break
- 2:1-10 Days Break
- 3:11+ Days Break
- 4:Summer Transfer

### **CA – Contractor/Enter Data**

- 1:Contractor Data

### **CB – Contractor/Change Data**

- 1:Position Change
- 2:Location Change
- 3:Position & Location Change
- 4:IT0105 Change
- 5:IT0006 Change

### **CC – Contractor/Delimit Data**

- 1:Deactivate
- 2:Required docs not supplied

### **CD – Contractor/Reactivate Data**

- 1:Reactivate data

### **XU – ZHR04/Curr Convers (Retired)**

### **XW – ZHR00/Emp Initial Load**

### **XX – ZHR01/Curr Convers (Active)**

### **XY – ZHR02/Curr Convers (InActive)**

### **XZ – ZHR03/Curr Convers (Term)**

### **Z1 - Appointment**

- 1:Appoint (Initial Probation)
- 2:Appoint up to Midpoint (Initial Probation)
- 3:Interim (Int. Exp)
- 4:Interim up to Midpoint (Int. Exp)
- 5:Prev Uncl w/ no Prior Class- Min (Ext Prob)
- 6:Prev Uncl w/ no Prior Class- Mid (Ext Prob)
- 98:Void- Appointment
- 99:Correct- Appointment

### **Z2 – Re-Hire**

- 1:Reinstate w/ 12 mo break (Initial Prob)
- 2:Reinstate w/o 12 mo break (No Prob)
- 3:Reinstate by Board/Court Order (No Prob)
- 4:Re-employment (No Prob)
- 5:Returning Retiree (Initial Prob)
- 6:Returning Retiree up to Midpt (Initial Prob)
- 7:Interim Rehire (Int Exp)
- 8:Interim Rehire up to Midpt (Int Exp)
- 9:Appointment (Initial Prob)
- 10:Appointment up to Midpt (Initial Prob)
- 11:Interim Return Retiree (Int Exp)
- 12:Interim Return Retiree to Midpt (Int Exp)
- 13:Prev Uncl w/ no Prior Class- Min (Ext Prob)
- 14:Prev Uncl w/ no Prior Class- Mid (Ext Prob)
- 98:Void- Rehire
- 99:Correct- Rehire

### **Z3 – Reclassification**

- 1:Higher Grade
- 2:Same Grade
- 3:Lower Grade
- 98:Void- Reclassification
- 99:Correct- Reclassification

### **Z4 – Reallocation**

- 1:Higher Grade
- 2:Same Grade
- 3:Lower Grade
- 98:Void- Reallocation
- 99:Correct- Reallocation

### **Z5 – Grade Change**

- 1:Higher Salary
- 2:Same Salary
- 98:Void- Grade Change
- 99:Correct- Grade Change

### **Z6 – Range Change**

- 1:Higher Salary
- 2:Special Entrance Rate
- 98:Void- Range Change
- 99:Correct- Range Change

### **Z7 – Position Number Change- External**

- 1:Trans In (No Probation)
- 2:TI Promotion (Promo Prob)
- 3:TI Demotion Retain Sal (No Probation)
- 4:TI Demotion (No Probation)
- 5:Detail (Detail)
- 6:Reversion (No Probation)
- 7:Reorg- Exec Order (No Probation)
- 8:Reorg- Admin Order (No Probation)
- 9:Reorg- Legislative (No Probation)
- 10:Reorg- Deorganization (No Probation)
- 11:Resign to Reappoint (Initial Prob)
- 12:Resign to Reinstate (No Probation)
- 13:Prev Uncl w/ no Prior Class (Ext Prob)
- 14:Promotion in Grade
- 98:Void- Position Number Change
- 99:Correct- Position Number Change

### **Z8 – Position Number Change- Internal**

- 1:TWI Invol (No Probation)
- 2:TWI Vol (No Probation)
- 3:Promotion (Promo Prob)
- 4:Promotion in Grade (Promo Prob)
- 5:Demote Vol Retain Sal (No Probation)
- 6:Demote Invol Retain Sal (No Probation)
- 7:Demotion Voluntary (No Probation)
- 8:Demotion Involuntary (No Probation)
- 9:Detail (Detail)
- 10:Reversion (No Probation)
- 11: Reorg- Exec Order (No Probation)
- 12:Reorg- Admin Order (No Probation)

### **Z8 – continued...**

- 13:Reorg- Legislation (No Probation)
- 14:Reorg- Deorganization (No Probation)
- 15:Resign to Reappoint (Initial Probation)
- 16:Resign to Reinstate (No Probation)
- 17:Prev Uncl w/ no Prior Class (Ext Prob)
- 98:Void- Position Number Change
- 99:Correct- Position Number Change

### **Z9 – Change in Pay**

- 1:Initial Probationary Increase
- 2:Uncl Probationary Increase
- 3:Annual Increment
- 4:Promotional Increase
- 5:Education Increase
- 6:Salary Change / Per KAR
- 7:ACE
- 8:ERA
- 9:Due to New Appointee Salary
- 10:Salary Adjustment
- 11:Salary Adjustment- Legislation
- 98:Void- Change in Pay
- 99:Correct- Change in Pay

### **ZA – Suspension**

- 1:Time & Attendance
- 2:Work Performance
- 3:Job Abandonment
- 4:Patient/Client Abuse
- 5:Sleeping on the Job
- 6:Policy Violation
- 7:Insubordination
- 8:Alcohol/Drug Abuse
- 9:Misconduct
- 10:Other
- 98:Void- Suspension
- 99:Correct- Suspension

### **ZB – Leave With Pay**

- 1:Educational
- 2:Special for Investigative
- 3:Administrative
- 98:Void- Leave w/ Pay
- 99:Correct- Leave w/ Pay

### **ZC – Leave w/Out Pay**

- 1:Military
- 2:Educational
- 3:Sick
- 4:Best Interest of the State
- 5:Other
- 98:Void- Leave w/out Pay
- 99:Correct- Leave w/out Pay

### **ZD – Return from Leave with Pay**

- 1:Educational
- 2: Special for Investigative
- 3:Administrative
- 98:Void- Ret Leave w/ Pay
- 99:Correct- Ret Leave w/ Pay

### **ZE – Return from Leave w/Out Pay**

- 1:Military
- 2:Educational
- 3:Sick
- 4:Best Interest of the State
- 5:Other
- 98:Void- Ret Leave w/Out Pay
- 99:Correct- Ret Leave w/Out Pay

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**ZF – Separation**

- 1:T-Time Limit
- 2:T-Terminate
- 3:T-Initial Probation
- 4:R-Salary
- 5:R-Lack of Opportunity
- 6:R-Personal Conflict
- 7:R-Marriage
- 8:R-Job Incompatibility
- 9:R-Return to School
- 10:R-Health
- 11:R-Family Reasons
- 12:R- Job Abandonment
- 13:R-Moving
- 14:R-Other
- 15:R-From Leave
- 16:R-Accept with Prejudice
- 17:D-Time and Attendance
- 18:D-Work Performance
- 19:D-Job Abandonment
- 20:D-Patient/Client Abuse
- 21:D-Asleep on the Job
- 22:D-Policy Violation
- 23:D-Insubordination
- 24:D-Alcohol/Drug Abuse
- 25:D-Misconduct
- 26:D-From Suspension
- 27:D-Other or From Leave
- 28:L-Lack of Work
- 29:L-Lack of Funds
- 30:L-Reorganization
- 31:L-Other
- 32:O-Deceased
- 98:Void- Separation
- 99:Correct- Separation

**ZG – Retirement**

- 1:Disability
- 2:Normal
- 3:From Leave
- 4:Accepted with Prejudice
- 5:Early
- 98:Void- Retirement
- 99:Correct- Retirement

**ZJ – Return from Suspension**

- 1:Return from Suspension
- 98:Void- Return from Separation
- 99:Correct- Return from Separation

**ZK – Misc. Actions**

- 1:Adj Promo Date
- 2:Increment Date Change
- 3:SSN Change
- 98:Void- Misc Action
- 99:Correct- Misc Action

**ZL – State Active Duty Hire**

- 1.State Active Duty Hire

**ZM – State Active Duty Re-Hire**

- 1.State Active Duty Re-Hire

**ZN – State Active Duty Separation****ZO – Mass Reorg**

- 1:Reorg- Exec Order
- 2:Reorg- Admin Order
- 3:Reorg- Legislation
- 4:Reorg- Deorganization
- 98:Void- Mass Reorg
- 99:Correct- Mass Reorg

**ZP – Work County Change**